

Addresses_ Create and Maintain

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
5/30/06	Chylynn Hansel	New Procedure
7/17/06	Chylynn Hansel	Edits

Purpose

Use this procedure to create or maintain an employee addresses and phone numbers.

Trigger

Perform this procedure when an employee has a new permanent address, mailing address, or phone number.

Prerequisites

You have received documentation of an employee's new address or phone number.

Menu Path










Human Resources → Personnel Management → Administration → HR Master Data → Maintain.

Transaction Code

PA30

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the menu path above or transaction code **PA30**.

Maintain HR Master Data

2. Click .
3. Perform one of the following:


If	Go To
You need to create a mailing address, click	Step 4
You need to maintain an existing permanent or mailing address	Step 9
You need to make change to an existing permanent or mailing address. Reminder: Using the Change button does not maintain history.	Step 16

Subtypes for infotype "Addresses" (2) 3 Entries Found

The screenshot shows a SAP window titled "Subtypes for infotype 'Addresses' (2) 3 Entries Found". The window has a "Restrictions" tab and a toolbar with icons for selection, deletion, and help. Below the toolbar is a table with two columns: "STyp" and "Name".

STyp	Name
1	Permanent residence
5	Mailing address
US01	Paycheck Location

At the bottom of the window, a status bar indicates "3 Entries Found".

4. Click **5** Mailing address .
5. Click  (Continue).

Create Addresses (0006)

6. Complete the following fields:

Field Name	R/O/C	Description
Start	R	The creation date of the new record. Example: 5/16/2006
Street/House no.	R	The residential street address of an employee. Example: PO Box 5555
Postal code / city	R	The 5 or 9 digit zip code and city the employee resides in. Example: 98504/WA
Office/region	R	The State in which the employee resides. Example: WA
County code	R	The code for the county in which the employee resides. Example: 34
Telephone number	R	The home phone number of an employee. Example: (360)555-5555

Create Addresses (0006)

Infotype Edit Goto Extras System Help

Create Addresses (0006)


Foreign address


Find by
Person
Collective search help
Search term
Free search

Personnel No. 40000012 Name Peppers Mike
PersArea 4051 Marine Division EESubgroup 19 Non-Perm. On Call
PSubarea 000U Deck (Unlicnsd) H-OT Elig>Sched W... Status Active
Start 05/16/2006 to 12/31/9999

Address
Address type Mailing address
Street/House no. PO Box 5555
2nd address line
Postal code / city 98504 Olympia
Country Key USA
Office/region WA Washington
County code 34 Thurston County
Telephone number (360) 555-5555

Communication
Communication 1
Communication 2
Communication 3
Communication 4

7. Click  (Enter) to validate the information.

8. Click  (Save) to save.



You have completed this transaction.

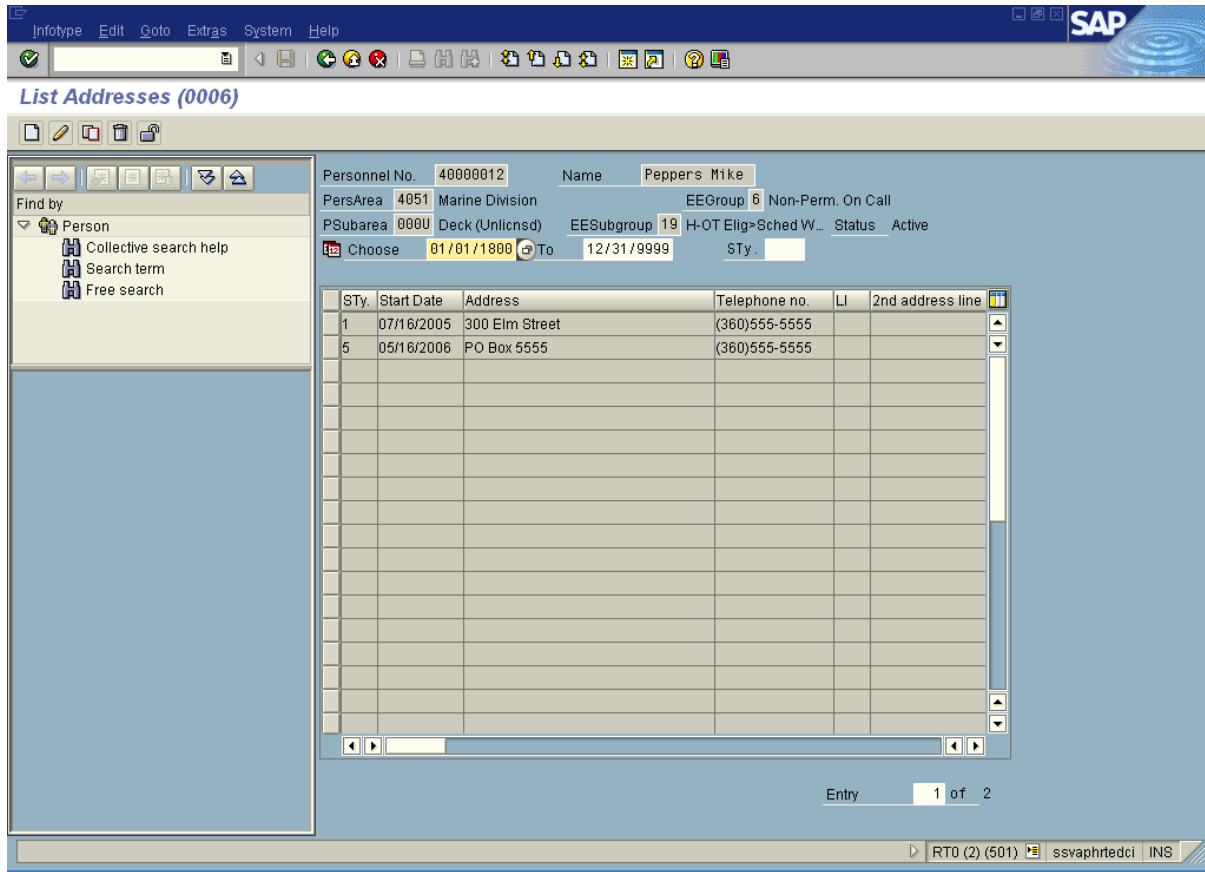
Maintain HR Master Data

The screenshot shows the SAP HR Master Data Maintenance interface. The top bar includes the SAP logo and menu options: HR master data, Edit, Goto, Extras, Utilities, Settings, System, Help. Below the menu is a toolbar with various icons. The main window is titled "Maintain HR Master Data". On the left, there is a "Find by" section with a tree view showing "Person" and sub-options: "Collective search help", "Search term", and "Free search". The main area displays the "Personnel no." 40000012. Below this, the "Name" is "Peppers, Mike". The "PersArea" is 4051, "Marine Division". The "EEGroup" is 6, "Non-Perm. On Call". The "PSubarea" is 000U, "Deck (Unlicnsd)". The "EESubgroup" is 19, "H-OT Elig>Sched W...". The "Status" is "Active". The "Basic Personal Data" tab is selected. In the "Infotype text" list, "Addresses" is highlighted. The "Period" section shows radio buttons for "Today", "Curr.week", "All", "Current month", "From curr.date", "Last week", "Up to Today", "Last month", "Current Period", and "Current Year". The "Direct selection" section shows "Infotype" as "Addresses" and "STy" as "STy". At the bottom, a status bar indicates "Record created" and "RT0 (2) (501) ssvaphrtedci INS".

9. In the period field, click the radio button for All.

10. Click  (Overview) to view all the *Addresses* Infotype (0006) that have been created.

List Addresses (0006)



The screenshot shows the SAP 'List Addresses (0006)' screen. The top bar includes the SAP logo and standard menu options (Infotype, Edit, Goto, Extras, System, Help). Below the menu is a toolbar with various icons. The main area is divided into a left sidebar and a main content area. The sidebar contains a 'Find by' section with a tree view showing 'Person' and options for 'Collective search help', 'Search term', and 'Free search'. The main content area displays a form with the following fields: Personnel No. (40000012), Name (Peppers Mike), PersArea (4051 Marine Division), EEGroup (6 Non-Perm. On Call), PSubarea (000U Deck (Unlicnsd)), EESubgroup (19 H-OT Elig>Sched W...), Status (Active), Choose (01/01/1800), and To (12/31/9999). Below these fields is a table with columns: STy, Start Date, Address, Telephone no., LI, and 2nd address line. The table contains two rows of data: Row 1: STy 1, Start Date 07/16/2005, Address 300 Elm Street, Telephone no. (360)555-5555, LI, and 2nd address line. Row 2: STy 5, Start Date 05/16/2006, Address PO Box 5555, Telephone no. (360)555-5555, LI, and 2nd address line. At the bottom right of the table, it says 'Entry 1 of 2'. The status bar at the very bottom shows 'RT0 (2) (501)' and 'ssvaphrtedci INS'.




Select the Address subtype to maintain.

11. Click



The screenshot shows the first row of the address table from the previous screenshot. It contains the following data: STy 1, Start Date 07/16/2005, Address 300 Elm Street, Telephone no. (360)555-5555, LI, and 2nd address line. The row is highlighted with a mouse cursor over the 'LI' column.

12. Click  (Copy) to copy and continue.

Copy Addresses (0006)



Maintain the fields below as necessary.

13. Complete the following fields:

Field Name	R/O/C	Description
Start	R	The creation date of the new record. Example: 5/15/2006
Street/House no.	C	The residential street address of an employee. Example: 1234 Oak Lane
Postal code / city	C	The 5 or 9 digit zip code and city the employee resides in. Example: 98504/Olympia
Office Region	C	The State in which the employee resides. Example: WA
County code	C	The code for the county in which the employee resides. Example: 34

Field Name	R/O/C	Description
Telephone number	C	The home phone number of an employee. Example: (360)555-5551
Communication 1	C	An additional contact number for the employee. Example: Cell (360) 555-5552

Copy Addresses (0006)

Copy Addresses (0006)

Personnel No. 40000012 Name Peppers Mike

PersArea 4051 Marine Division EESubgroup 19 H-OT Elig>Sched W... Status Active

PSubarea 000U Deck (Unlicnsd) Start 05/15/2006 to 12/31/9999

Address

Address type Permanent residence

Street/House no. 1234 Oak Lane

2nd address line

Postal code / city 98504 Olympia

Country Key USA

Office/region WA Washington

County code 34 Thurston County

Telephone number (360) 555-5551


Communication


Communication 1 CELL (360) 555-5552

Communication 2

Communication 3

Communication 4

14. Click  (Enter) to validate the information

15. Click  (Save) to save.



You have completed this transaction.

Maintain HR Master Data

Personnel no. 40000012

Name Peppers Mike

PersArea 4051 Marine Division EEGroup 6 Non-Perm. On Call

PSubarea 000U Deck (Unlicnsd) EESubgroup 19 H-OT Elig>Sched W... Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Person...

Infotype text E...

Actions

Organizational Assignment

Personal Data

Addresses

Planned Working Time

Basic Pay

Contract Elements

Date Specifications

Family/Related Person

Period

Period

Fr. To

Today Curr.week

All Current month

From curr.date Last week

Up to Today Last month

Current Period Current Year

Choose

Direct selection

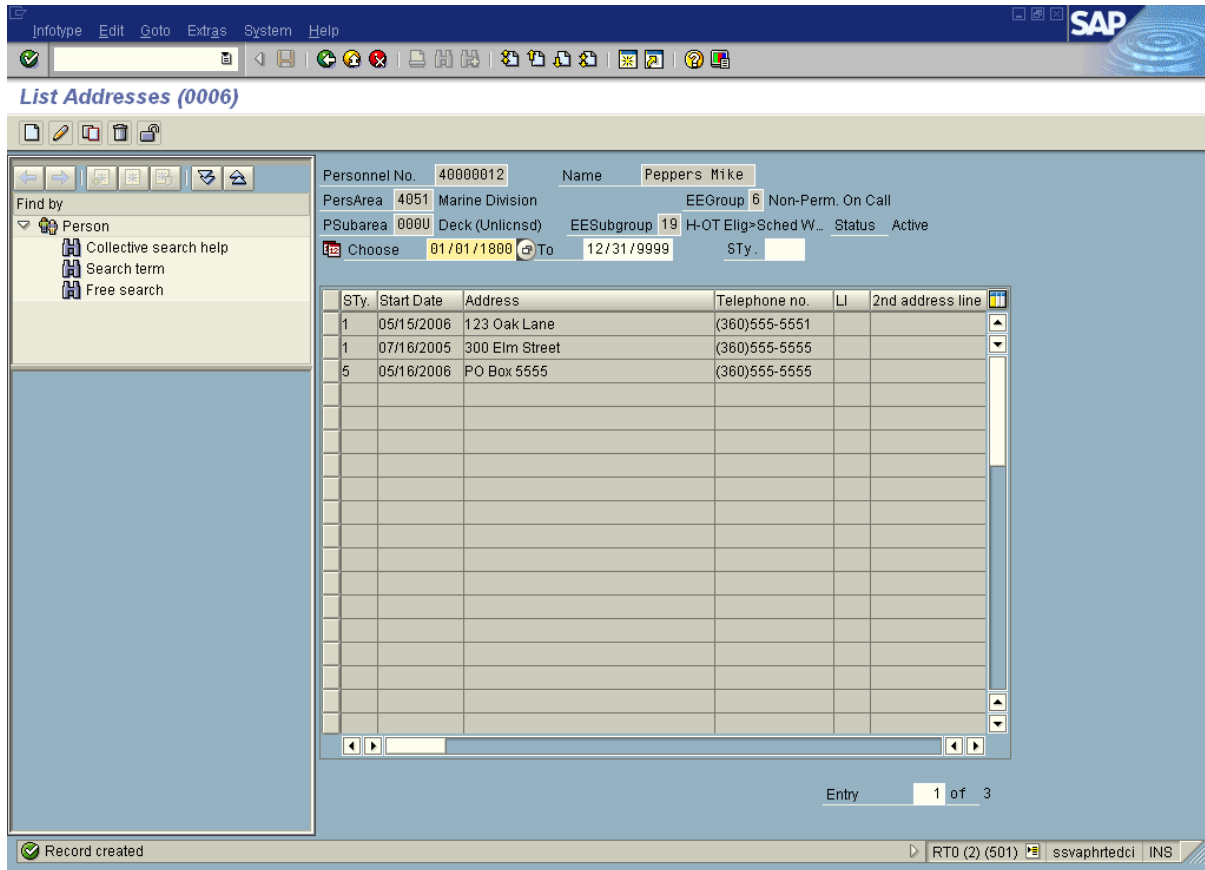
Infotype Addresses STy

Record created RT0 (2) (501) ssvaphrtedci INS

16. In the period field, click the radio button for All.

17. Click  (Overview) to view all the *Addresses* Infotype (0006) that have been created.

List Addresses (0006)



The screenshot shows the SAP 'List Addresses (0006)' transaction. The top bar includes the SAP logo and standard menu options (Infotype, Edit, Goto, Extras, System, Help). Below the menu is a toolbar with various icons. The main area is divided into a left sidebar and a main content area. The sidebar contains a 'Find by' section with a tree view showing 'Person' and options for 'Collective search help', 'Search term', and 'Free search'. The main content area displays a form for 'Personnel No. 40000012' and 'Name Peppers Mike'. Below this, there are fields for 'PersArea 4051 Marine Division', 'EEGroup 6 Non-Perm. On Call', 'PSubarea 000U Deck (Unlicnsd)', 'EESubgroup 19 H-OT Elig>Sched W...', and 'Status Active'. A date range 'Choose 01/01/1800 To 12/31/9999 STy.' is also present. A table lists addresses with columns: STy, Start Date, Address, Telephone no., LI, and 2nd address line. The table contains three entries: 1 (05/15/2006, 123 Oak Lane, (360)555-5551), 1 (07/16/2005, 300 Elm Street, (360)555-5555), and 5 (05/16/2006, PO Box 5555, (360)555-5555). At the bottom right, it says 'Entry 1 of 3'. The status bar at the very bottom shows 'Record created', 'RT0 (2) (501)', and 'ssvaphrtedci INS'.


STy	Start Date	Address	Telephone no.	LI	2nd address line
1	05/15/2006	123 Oak Lane	(360)555-5551		
1	07/16/2005	300 Elm Street	(360)555-5555		
5	05/16/2006	PO Box 5555	(360)555-5555		



Select the Address subtype to change.

18. Click

1	05/15/2006	123 Oak Lane	(360)555-5551			
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19. Click  (Change) to change information on the infotype.

Change Addresses (0006)



Change the fields below as necessary.

20. Complete the following fields:

Field Name	R/O/C	Description
Start	C	The creation date of the new record. Example: 5/16/2006
Street/House no.	C	The residential street address of an employee. Example: 12345 Oak Lane
Postal code / city	C	The 5 or 9 digit zip code and city the employee resides in. Example: 98504/Olympia
Office Region	C	The State in which the employee resides. Example: WA
County code	C	The code for the county in which the employee resides. Example: 34

Field Name	R/O/C	Description
Telephone number	C	The home phone number of an employee. Example: (360)555-5551
Communication 1	C	An additional contact number for the employee. Example: Cell (360) 555-5552

Change Addresses (0006)

Change Addresses (0006)

Personnel No. 40000012 Name Peppers Mike

PersArea 4051 Marine Division EEGroup 6 Non-Perm. On Call

PSubarea 000U Deck (Unlicnsd) EESubgroup 19 H-OT Elig>Sched W... Status Active

Start 05/15/2006 to 12/31/9999 Chng 05/30/2006 TRAINING01

Address

Address type Permanent residence

Street/House no. 12345 Oak Lane

2nd address line

Postal code / city 98504 Olympia

Country Key USA

Office/region WA Washington

County code 34 Thurston County

Telephone number (360) 555-5551


Communication

Communication 1 CELL (360) 555-5552

Communication 2

Communication 3

Communication 4

21. Click  (Enter) to validate the information.

22. Click  (Save) to save.

